

**MINUTES**  
Regular Meeting  
Laguna Madre Water District  
Board of Directors  
Wednesday, December 12, 2018  
5:30 PM – 6:37 PM  
Board Room

**ITEM #1**      QUORUM

**BEFORE - PRESENT:**                      Chairman, Scott Friedman  
Director, Herb Houston  
Director, Alex Avalos  
Director, Jason Starkey  
Director, Adam Lalonde

**AFTER - PRESENT:**                      Chairman, Scott Friedman  
Vice Chairman, Herb Houston  
Secretary, Alex Avalos  
Director, Jason Starkey  
Director, Adam Lalonde

The items presented as follows: **1,2,3,4,5,6,7,17,8,9,10,11,12,13,14,15,18,19,20**

**ADMINISTRATIVE STAFF:**              General Manager, Carlos J. Galvan, Jr.  
Director of Operations, Robert Gomez  
District Engineer, Charles Ortiz  
Purchasing Agent, Enrique Samaniego

**ABSENT:**                                      Director of Finance, Eddie Salazar  
Attorney, Eddie Lucio, III

**ITEM #2**      INVOCATION AND PLEDGE OF ALLEGIANCE.

The meeting began with the Pledge Allegiance and an Opening Prayer.

**ITEM #3**      INVITATION TO THE AUDIENCE FOR PUBLIC COMMENTS

**COMMENTS:**

- **A. LALONDE** thanked the staff who assisted in the Board Orientation.

**ITEM #4**      CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL THE MINUTES OF THE REGULAR MEETING ON NOVEMBER 28, 2018. (C. GALVAN) ♣

**DISCUSSION:**

- Minutes approved

**ITEM #4**      **CONTINUED**

Moved by **H. HOUSTON**, seconded by **J. STARKEY**.

**Move to approve.**

**MOTION CARRIED**

**ITEM #5**      **CONSIDER AND APPROVE RE-ORGANIZATION OF OFFICERS. (C. GALVAN) ♣**

**DISCUSSION:**

- The organization of Officers approved as follows:
  - Chairman, Scott Friedman
  - Vice Chairman, Herb Houston
  - Secretary, Alex Avalos

Moved by **H. HOUSTON**, seconded by **J. STARKEY**.

**Move to nominate SCOTT FRIEDMAN, for CHAIRMAN.**

**MOTION CARRIED**

Moved by **S. FRIEDMAN**, seconded by **A. AVALOS**.

**Move to nominate HERB HOUSTON, for VICE CHAIRMAN.**

**MOTION CARRIED**

Moved by **J. STARKEY**, seconded by **A. LALONDE**.

**Move to nominate ALEX AVALOS, for SECRETARY.**

**MOTION CARRIED**

**ITEM #6**      **CONSIDER AND REMOVE FROM THE TABLE THE FOLLOWING ITEM TABLED AT THE REGULAR MEETING ON NOVEMBER 28, 2018:**  
**CONSIDER AND APPROVE RE-ORGANIZATION OF OFFICERS FOR THE COMMITTEE'S LIST.**

**DISCUSSION:**

- Item was removed from the table for discussion

Moved by **H. HOUSTON**, seconded by **A. LALONDE**.

**Move to remove from the table**

**MOTION CARRIED**

**ITEM #7**      CONSIDER AND APPROVE RE-ORGANIZATION OF OFFICERS FOR THE COMMITTEE'S LIST. (C. GALVAN)

**DISCUSSION:**

- The organization of Committee List approved as follows:
  - Audit Committee: Scott Friedman / Adam Lalonde
  - Budget Committee: Alex Avalos / Adam Lalonde
  - Insurance Committee: Herb Houston / Scott Friedman
  - Professional Services Committee: Alex Avalos / Jason Starkey
  - Annexation Committee: Herb Houston / Jason Starkey

Moved by J. STARKEY, seconded by A. LALONDE.

Move to approve.

**MOTION CARRIED**

**ITEM #8**      GENERAL MANAGER'S REPORT

- AUDIT COMMITTEE MEETING
- EMPLOYEE BANQUET
- REGULAR MEETING ON DECEMBER 26, 2018

**REPORT:**

- Audit Committee Meeting: January 3, 2019 @ 5:30PM
- Employee Banquet: Reminder for Saturday, Dec 15, 2018
- Regular Meeting on December 26, 2018: Canceled
- Question: Update on Manhole: Work completed? Needs asphalt, will go back in 5 days
- Question: an area in front of the Sunchase Mall, still a spot? Property Owners responsibility to fill the spot

**ITEM #9**      DIRECTOR OF OPERATION'S REPORT

- OPERATIONAL REPORT FOR NOVEMBER

**REPORT:**

- Service Orders totals for November 2018: 285 in Distribution and 81 in Collection
- Looking into an Odor Complaint from a Resident in the Golf Course Area, trying to work out putting a cover on it
- For November 1,870 unread meters. Meter Reader needs to verify

**ITEM #10**      DISTRICT ENGINEER'S REPORT

- LONG ISLAND VILLAGE UPDATE

**REPORT:**

**ITEM #10**

**CONTINUED**

- Long Island Village is trying to rebuild their system and get it put in the streets under dedicated easements. Under new construction, the District can accept putting it back in the sewer system. They will all get their meters; it will resolve the unmetered condition
- Long Island Village Engineer, Jose Reyes gave a presentation for Long Island Village. Engineer is working on the rehab needs that are out there, working on cost estimates for the water and the sewer

**ITEM #11**

**CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL THE END OF YEAR BUDGET ADJUSTMENTS FOR THE FISCAL YEAR 2017-2018. (C. GALVAN) ♣**

**DISCUSSION:**

- Last Budget Adjustment for 2017-2018
- Cleanup for the end of the year for Audit Use

Moved by **A. AVALOS**, seconded by **J. STARKEY**.

**Move to approve.**

**MOTION CARRIED**

**ITEM #12**

**CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF COST OF LIVING ADJUSTMENT (COLA). (C. GALVAN/R. GOMEZ) ♣**

**DISCUSSION:**

- Staff recommendation of 5% Increase
- Board Member recommendation: Do a Comprehensive Study by an outside firm

Moved by **H. HOUSTON**, seconded by **J. STARKEY**.

**Move to recommend a 5% Cost of Living Increase.**

**MOTION CARRIED**

**ITEM #13**

**CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF ADOPTING A NEW REVISED PAY SCALE PLAN (RESOLUTION NO. 168-12-18). (C. GALVAN/R. GOMEZ) ♣**

**DISCUSSION:**

- Board Member recommendation: look into increasing steps, pay issues and cost of living issues

Moved by **A. LALONDE**, seconded by **J. STARKEY**.

**Move to approve as discussed at the Workshop increasing it to 20 tiers.**

**MOTION CARRIED**

**ACTIONS:**

**Possible study on the other issues.**

**ITEM #14**      CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF RATIFYING EMERGENCY PURCHASES FOR WATER PLANT 2. (R. GOMEZ) ♣

**DISCUSSION:**

- Ratification of 2 payments done on emergency bases
- \$8,502 to South Texas Power Services
- \$4,390 to Coastal Power Systems
- WP2 problems with breaker shutting off

Moved by H. HOUSTON, seconded by J. STARKEY.

Move to approve.

**MOTION CARRIED**

**ITEM #15**      CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF PAYMENT FOR THE RENTAL OF A 60-FOOT-LONG REACH EXCAVATOR TO REMOVE SLUDGE FROM WATER TREATMENT PLANT 2 SLUDGE LAGOON. (E. SAMANIEGO) ♣

**DISCUSSION:**

- Advertised and requested quotes for the excavator
- Recommendation: Texas State Equipment
- Lowest quote

Moved by A. AVALOS, seconded by J. STARKEY.

Move to

**MOTION CARRIED**

**ITEM #16**      CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF 5 YEAR CAPITAL IMPROVEMENT PLAN. (C. ORTIZ) ♣

**DISCUSSION:**

- Item discussed at Saturday's Workshop on December 8<sup>th</sup>
- Only Addition: Manhole rehab at Gulf Blvd

Moved by A. AVALOS, seconded by A. LALONDE.

Move to approve.

**MOTION CARRIED**

**ITEM #17**      CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF ADDITIONAL GEOTECHNICAL ENGINEERING SERVICES FOR PROPOSED SLUDGE LAGOON AT WATER TREATMENT PLANT NO. 2. (C. ORTIZ) ♣

**DISCUSSION:**

**ITEM #17**

**CONTINUED**

- This item was taken out of order and discussed after Item #7
- Presentation by Mr. Richard Correa with Garver followed by questions and answers
- More cost effective

Moved by H. HOUSTON, seconded by A. AVALOS.

Move to recommend approval.

**MOTION CARRIED**

**ITEM #18**

**CONSIDER AND REMOVE FROM THE TABLE THE FOLLOWING ITEM TABLED AT THE REGULAR MEETING ON NOVEMBER 28, 2018:**

**CONSIDER PROFESSIONAL SERVICES COMMITTEE MEETING ON DECEMBER 4, 2018, AT 3 PM, FOR ENGINEERING SERVICES FOR 18 LIFT STATIONS AND PORT ISABEL WASTEWATER TREATMENT PLANT SLUDGE HOLDING TANK (RFQ # WW-18-11-01).**

**DISCUSSION:**

- Item was removed from the table for discussion

Moved by H. HOUSTON, seconded by J. STARKEY.

Move to remove from the table.

**MOTION CARRIED**

**ITEM #19**

**CONSIDER PROFESSIONAL SERVICES COMMITTEE MEETING ON DECEMBER 4, 2018, AT 3 PM, FOR ENGINEERING SERVICES FOR 18 LIFT STATIONS AND PORT ISABEL WASTEWATER TREATMENT PLANT SLUDGE HOLDING TANK (RFQ # WW-18-11-01). (C. ORTIZ) ♣**

**DISCUSSION:**

- Professional Services Committee Meeting scheduled for December 19, 2018, @ 8:30 AM
- Committee: J. Starkey and A. Avalos

**ITEM #20**

**CONSIDER AND REVIEW EXPENDITURES FOR NOVEMBER 1-30, 2018. (C. GALVAN) ♣**

**DISCUSSION:**

- No questions or comments
- Acknowledged by H. HOUSTON, seconded by A. AVALOS

**EXPENDITURES ACKNOWLEDGED**

**ITEM #21**

**EXECUTIVE SESSION PERMITTED BY THE OPEN MEETING ACT, V. T. C. A., GOVERNMENT CODE SECTION 551.001 ET. SEQ., UNDER SECTION 551.071, CONSULTATION WITH ATTORNEY: ♣**

**DISCUSSION ON LEGAL MATTERS WITH COUNSEL CONCERNING OPEN RECORDS REQUEST.**

**ITEM #21**

**CONTINUED**

**DISCUSSION:**

- No Attorney present at the meeting
- Board agreed to postpone and item deferred to the next Regular Meeting on January 9, 2019

Moved by **A. LALONDE**, seconded by **A. AVALOS**.

**Move to table.**

**MOTION CARRIED**

**ITEM #22**

**CONSIDERATION AND ACTION ON EXECUTIVE SESSION ITEMS, IF NECESSARY.**

**DISCUSSION:**


- No Attorney present at the meeting
- No Executive Session held
- Board agreed to postpone and item deferred to the next Regular Meeting on January 9, 2019

**ITEM #23**

**ADJOURNMENT**

The **CHAIRMAN** adjourned the meeting at **6:37 PM**.

  
ALEX AVALOS, SECRETARY

  
SCOTT FRIEDMAN, CHAIRMAN

**MINUTES APPROVED THIS 9<sup>TH</sup> DAY OF JANUARY 2019.**